



## Gated Parking Policy Application Form for Graduate Teaching Assistants

Teaching Assistants (TAs) play an important role in the delivery of instruction in the University and may need access to gated parking facilities.. For purposes of this parking policy, TAs are defined as graduate students who have assigned instructional responsibilities such as course instruction, lab instruction, and/or leading discussion sections. TAs classified with these instructional responsibilities qualify to purchase parking permits for gated parking.

**INSTRUCTIONS:** Gated parking permits are sold in the Fall semester for the time period of September through May. TAs who qualify for a gated parking permit must provide verification of the TA responsibilities described above in each semester. Should a TA purchase the gated parking permit in the Fall semester but not be qualified for the gated parking permit in the Spring, the TA will be refunded for the portion of the cost of the gated parking permit for the Spring semester. TAs who have assigned instructional responsibilities in the Spring semester only will also use this form to apply for gated parking permit. (Note: Graduate Students who live in Conover or other UD-owned housing do not qualify for a gated parking permit using this form.)

Please type all information requested below and print the form. Submit two copies of the form to your Department Chair for verification of your instructional responsibilities. Submit the signed forms to the Office of Graduate and Professional Education (234 Hullihen Hall) for approval. Take the original copy of the approved form to the Parking Office (413 Academy Street—South End) for processing of the gated parking permit. A new form must be completed for each semester that a TA is assigned instructional responsibilities. Questions on this TA parking policy can be referred to the Office of Graduate and Professional Education.

<b>SECTION 1: Teaching Assistant Information</b>		
<b>NAME</b>	<b>SEMESTER</b>	
<b>MAJOR</b>	<b>DEPARTMENT</b>	<b>TA's DEGREE LEVEL</b> <input type="checkbox"/> Masters <input type="checkbox"/> PhD
<b>SECTION 2: Describe Instructional Responsibilities for the current semester</b>		
<b>COURSE ASSIGNMENT</b> <input type="checkbox"/> INSTRUCTOR IN CHARGE <input type="checkbox"/> LAB INSTRUCTION <input type="checkbox"/> CLASS DISCUSSION SECTION	<b>COURSE NUMBER(S)</b>	<b>COURSE MEETING TIME(S)</b>
	<b>CLASSROOM LOCATION(S)</b>	TIME DAYS <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri
<b>SECTION 3: Verification of TA appointment</b>		
_____ DEPARTMENT CHAIR		_____ DATE
<b>FOR OFFICE USE ONLY:</b>		
_____ OFFICE OF GRADUATE AND PROFESSIONAL EDUCATION.	<input type="checkbox"/> APPROVED FOR SPRING 2010 <input type="checkbox"/> NOT APPROVED	<input type="checkbox"/> VERIFICATION REQUIRED FOR SPRING 2010: TAs MUST SUBMIT A NEW FORM TO THE OFFICE OF GRADUATE AND PROFESSIONAL EDUCATION BY FEB 5, 2010 FOR GATED PERMIT PARKING.